

PJ4000 Job Description: Fire Marshal

Created/Revised: 11/25/2014 / 11/16/2022

Reviewed: 11/16/2022



Division: Fire Prevention
Reports To: Assistant Chief of Planning and Logistics
FLSA Status: Exempt
Salary Level: Fire Marshal
Classification: Uniform or Civilian

SUMMARY:

The Fire Marshal is responsible for the administration and operation of Fire Prevention for the Agency, which includes, but is not limited to, fire inspections, code enforcement, plans review, fire/arson investigations, public fire education, media relations, and community risk reduction training. This is a Division Chief-level position with supervisory and technical duties. This position has considerable independence in developing and implementing comprehensive community risk reduction programs. This position requires scheduled evening and weekend on-call duty.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING; other duties may be assigned:

- Follow administrative and operating procedures.
- Consult with the Assistant Chief of Planning & Logistics on issues of policy and planning, but work independently in supervising the technical operations of the Division.
- Assist in the development of long and short-range goals for the Division.
- Assist in the formulation of Agency policies and operational procedures necessary to enable the Division to discharge its duties and obligations relating to the protection of life and property.
- Provide for the inspection of all commercial and industrial occupancies within the Agency's jurisdiction, as necessary, ensure the completion of related reports, and take steps necessary to enforce the fire code in order to cause any violations to be corrected.
- Develop and maintain community risk reduction and public education programs throughout the jurisdiction.
- Advise officers of hazardous situations within the jurisdiction.
- Make expenditure recommendations to their supervisor for inclusion in the Agency's budget.
- Have a positive impact on the performance of employees through positive actions as a role model, displaying a positive attitude, and leading by example. Handle complaints from citizens in a professional manner.
- Interact with the public in a positive manner that exemplifies the Agency's mission.
- Supervise the Engine Company Inspection Program.
- Perform the duties of the Assistant Fire Marshal, as necessary.
- Make recommendations for new code adoptions.

PJ4000 Job Description: Fire Marshal

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- Responds to complaints and questions from citizens relating to fire hazards and possible code violations in a timely manner.
- Interprets and explains fire codes and regulations.
- Investigates fires for origin and cause. This can include scene preservation, evidence collection and tracking, detailed report writing, and possible court testimony.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the Agency, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, emails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the Agency and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify for and maintain a "Meets Standards" on member's evaluations. Works more than 40 hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Building design and construction practices, principles, methods, and equipment employed in community risk reduction activities.
- Community risk reduction and protection methods, including fire suppression / detection systems and code enforcement
- Fire prevention principles and practices, local Agency adopted Fire Code, Agency fire hazards, and knowledge of other available emergency resources.
- Agency policies, rules, and instructions for building inspections, fire investigations and public education.
- Geographical layout of the Agency.
- Technology used by the Agency to have success in the Fire Prevention Division and others directly affected.

Ability to:

- Provide superior customer service for both internal and external customers.
- Supervise members assigned to the Division, holding them accountable for all activities within their area of responsibility.
- Mentor, motivate, and guide employees as necessary, including conflict resolution and grievances beginning at the lowest level.
- Function as a team player with excellent communication and interpersonal skills.
- Ensure that all reports and communications are completed in a manner consistent with the Agency's expectations.

PJ4000 Job Description: Fire Marshal

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- Keep up to date with local and national fire codes and safety regulations.
- Establish and maintain effective working relationships with customers, co-workers, supervisors, and the general public.
- Communicate effectively, both verbally and in writing, with all levels of the organization using clearly organized thoughts, proper sentence structure, punctuation, and grammar.
- Follow up on inspections to gain compliance.
- Operate an Agency vehicle as assigned. This also includes ensuring the proper maintenance is performed as needed and vehicle is kept in a clean, presentable condition at all times.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervise 1 - 6 members. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws: interview and train members; plan, assign, and direct work; appraise performance; reward and discipline members; address complaints and resolve problems in a positive and productive manner.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Apply contemporary management principles.
- Understand the principles of governmental financing and budgeting.
- Read, write, understand, and follow verbal instructions; supervise and motivate members to achieve Division goals; act effectively in emergency and stressful situations; and integrate computer operations into the Division.
- Respond to and operate on emergency scenes as required.

EDUCATION and/or EXPERIENCE:

Associate's Degree (A.A.) from an accredited two-year college required, with classes in fire prevention / administration preferred or equivalent combination of education and experience.

Six (6) years of experience in the fire suppression or community risk reduction with at least two (2) years in a supervisory position or appropriate supervisory education and/or training.

See *Prevention Succession Plan* for additional licensing, credentials, and other requirements.

PJ4000 Job Description: Fire Marshal

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LANGUAGE SKILLS:

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Effectively write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Apply concepts of basic algebra and geometry.

REASONING ABILITY:

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license and maintain a driving record that supports the ability to operate an Agency vehicle. Applicant must obtain a valid Arizona Driver's License within six (6) months of employment. Applicable fire investigation/code certification must be obtained within two (2) years.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk, hear, taste and smell. The member is occasionally required to sit. The member must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PJ4000 Job Description: Fire Marshal

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While performing the duties of this job, the member is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes and airborne particles, toxic and caustic chemicals, outside weather conditions, risk of electrical shock, explosives, risk of radiation, and vibration. The noise level in the work environment is usually moderate. The member is exposed to hazardous conditions including, but not limited to, hostile fires, hazardous materials and bloodborne pathogens.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.